

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 71-01

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Subject:

DATE: 07/29/94

Sunset Review:

ACCESS CONTROL

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1. PURPOSE. This directive promulgates the Federal Law Enforcement Training Center's (FLETC) policy and Glynco, GA, procedures governing access control on the FLETC'S facility.
2. SCOPE. This directive covers the admission and control processes for all persons entering, transiting, or departing the FLETC, Glynco. Processes governing the Office of Artesia and Tucson Operations (OATO) facilities are covered in an OATO office guide.
3. CANCELLATION. FLETC Directive (FD) 71-00.A, Visitor Admission and Control, dated March 8, 1985, is cancelled and superseded by this directive.
4. REFERENCES.
  - a. Title 31, Code of Federal Regulation, Chapter VII, Part 700.
  - b. Department of Treasury Order, 140-01, Federal Law Enforcement Training Center.
  - c. FD 62-95.A, Check-in/Check-out Procedures for Staff Personnel.
  - d. FD 71-00.E, Vehicle Registration and Issuance of Temporary Passes.
5. BACKGROUND. The Director, FLETC, is responsible for the well-being of all persons while they are on FLETC facilities and the protection of all property thereon. To fulfill these responsibilities, procedures have been developed to control access to the property. These procedures include the implementation of inspection of all vehicles to prevent the illegal removal of government property or the introduction of dangerous, controlled, or illegal substances to the FLETC, or other security considerations. Students, staff, and visitors obtain admission to the FLETC according to applicable procedures documented in the Student Handbook; FD 62-95.A, Check-in/Check-Out

Procedures for Staff Personnel; Title 31, Code of Federal Regulation, Chapter VII, Part 700; and in this directive.

6. POLICY.

a. Except as otherwise ordered, the FLETC shall be closed to the general public. Admission to the property will be limited to authorized individuals who will be required to obtain a visitor pass and/or display identification documents when requested by the Security Police at the Main Gate. Persons not performing assigned duties will be considered visitors. Visitation by the general public will not be permitted on the FLETC except for those days specifically designated by the Director and will be controlled, in each instance, by instructions promulgated in advance of the visitation day. All personnel entering the FLETC shall comply with Reference a.

b. Organized tours of the Center for designated groups may be arranged with the Public Affairs Office subject to the Director's approval.

c. When entering and while on the FLETC, all personnel shall comply with the instructions of the Security Police, Security and Safety Division personnel, or other personnel authorized by the Director, and with official signs of a prohibitory or directory nature as outlined in Reference a.

d. Vehicle inspections may be conducted on the FLETC for the safety of personnel and the security of government property, equipment, and materials.

e. Visitors and contract workers may be denied access to the FLETC if, in the opinion of the Director or designee, the denial of access is in the best interest of the FLETC.

7. PROCEDURES. Procedures for the admission and control of persons at Glynco depend on the purpose of the visit and are as follows:

a. Access.

(1) Students and FLETC, Agency, and contractor staff shall obtain and present identification documents as outlined in FD 62-95.A.

(2) Vendors providing the FLETC, contractors, or concessionaires with necessary services and supplies will be sponsored by the office concerned. Admittance will be authorized only when the sponsoring office has notified the Security Police, Main Gate, of the scheduled visit. The Security Police will issue a restricted contractor pass/decal or a visitor's pass. Vendors wanting to conduct non-government

related business with individuals training, visiting, or working on the FLETC will be admitted ONLY with confirmed appointments and at the request of the individuals desiring the services. Vendors delivering preordered merchandise or services (including, but not limited to, taxi operators, shuttle operators, and rental car delivery drivers) will follow the instructions of the Security Police and will be issued a visitors pass valid for 15 minutes. Entrance will be allowed only upon verification by the customer or as per schedule for passenger shuttles.

(3) Persons seeking Federal employment will be admitted and directed to the FLETC Personnel Division (PER). Personnel with an appointment relating to specific Federal vacancy announcements will be admitted and directed to the organization that issued the announcement (PER; Alcohol, Tobacco, and Firearms; Internal Revenue Service; etc). Persons seeking employment with contractors on the FLETC will be admitted only after the contractor has advised the Security Police that applications are being accepted or that specific applicants are to be admitted for interviews. Employment applicants entering the FLETC for employment interview purposes shall proceed directly to the appropriate office and depart the FLETC immediately after the interview is completed.

(4) All news media personnel desiring entrance to the FLETC shall first coordinate with the PAO and follow any and all instructions issued by that office.

(5) Guests of staff members may proceed to a location designated by the staff member concerned if prior notification is made to the Security Police, Building 1. Prior notification to the Security Police of expected visitors will avoid unnecessary delay in admittance. Guests of students, other than guests for graduation ceremonies, will be met at Building 1 by the person being visited and will be escorted at all times while on the FLETC. Guests requiring entrance to attend a graduation ceremony may proceed directly to the graduation site after receiving a vehicle/visitor pass. All guests, except those attending an approved scheduled function at the Student Center, must be off the FLETC by 12:00 Midnight. Guests attending a scheduled function are required to be checked out at the Main Gate by students within 15 minutes of the Student Center closing. Sponsors shall accompany guests at all times and may be held responsible for their guest's actions while on the FLETC.

(6) Unless authorized by the Director or higher authority, no Federal or contractor employee, either for himself/herself or for another, will engage in trade or business on the FLETC or introduce any article for purposes of trade within. Admission to the FLETC will be denied to anyone seeking admission with the intent to engage in trade or business unless prior notification is given to the Security Police by the Director's Office.

(7) Visitors shall follow the instructions of the Security Police to obtain a pass. Passes must be returned to the Security Police at the Main Gate upon departure. Visitors who are either Federal employees or State and local law enforcement personnel will be granted a visitors pass after displaying credentials and, upon request, additional identification. However, the possession of a Federal government, State, or local law enforcement identification does not give the bearer unlimited and automatic access to the FLETC; a registration and verification process remains necessary for the safety and protection of all. The issuance of passes not covered by this directive will be at the discretion of the Security Contract Contracting Officer's Technical Representative (COTR), or authorized representative, on an individual case basis.

b. Ingress/Egress. Except as listed below, all traffic entering/exiting the FLETC will be serviced by the Security Police at the Main Gate traffic isle.

(1) To facilitate the smooth and orderly entrance of morning traffic between the hours of 7:00 AM and 8:15 AM, Monday through Friday, all visitor registration and temporary pass issuance activity will take place inside Building 1.

(2) To facilitate the smooth and orderly exit of traffic between the hours of 4:30 PM and 5:30 PM, Monday through Friday, all temporary passes will be deposited in the pass return box provided on the outgoing side of the Main Gate traffic isle. All necessary communication with the Security Police will take place inside Building 1.

(3) Security Police posted at the Main Gate traffic isle will refer all personnel requiring assistance that may disrupt the steady flow of traffic during the above mentioned peak traffic hours to Building 1 unless otherwise notified of a special circumstance by the Security Contract COTR.

(4) Contractor and construction personnel shall not enter the FLETC outside their normal work time unless prior notification is made to the Security Contract COTR by authorized individuals.

(5) An identification check shall be made on all personnel entering the FLETC between 10:00 PM and 6:45 AM.

(6) All staff entering authorized work areas after normal working hours and on the weekend shall advise the Security Police, Building 1, at both the time of entry to and departure from the FLETC and upon departure from the work area. The Security Police shall make the appropriate entry in the daily log.

(7) As required, additional gates may be utilized by specified traffic for ingress/egress.

c. Denial of Access.

(1) The nature of the work accomplished at the FLETC requires a high standard of personal conduct, past and present. A screening process (background check, security clearance, etc.) for personnel visiting and working on the FLETC is in place.

(2) Contract workers and visitors may be denied entry to the FLETC with the issuance of a BAR LETTER. The letter serves as notice to the recipient that any pass or decal previously issued has been rescinded. Any person violating the letter barring him/her is subject to prosecution for trespassing under the Georgia Criminal Code, Section 17-7-21.

(3) Students, agency representatives, and detailed Federal employees may be issued a bar letter. A student may be issued a bar letter after being dismissed from training; a bar letter under these circumstances would not deprive the student of an opportunity to perform his/her duties. Federal employees who are not employed by the FLETC may also be issued letters barring them from the Center. A letter to these employees would not deny them an opportunity to work since they can return to work with their employing agency at a site other than the FLETC. Prior to taking such action, the Director, Office of Administration (ADM), will consult with appropriate individuals of the affected student/employee's parent agency; but the final decision to issue a bar letter rests with the FLETC.

(4) FLETC employees may only be issued limited bar letters except where otherwise provided by law and regulation; e.g., in the case of indefinite suspension. These letters, by themselves, may not deny a FLETC employee the right to perform assigned duties. For instance, a limited letter may deny access to all areas of the FLETC except for the employee's place of work and a direct route to and from that location. In the event a FLETC employee has to be barred from work, the Center must use other appropriate personnel procedures.

(5) Personnel may have their access to the FLETC denied if they have a criminal history that includes, but is not limited to, a felony conviction within the last 10 years; a misdemeanor of a serious nature within the last 5 years; multiple misdemeanors within the last 5 years; an active "habitual offender" classification for any violation of the law; drug sales and trafficking activity; violence against law enforcement officers; disdain of legal authority; violations of moral turpitude (e.g., child brutality, child molestation, rape, wrongful death of another, etc.) or other crimes of

violence; or past incidents that would reflect badly on the FLETC in the eyes of the public or that would otherwise pose a threat to the safety and security of FLETC personnel or property. In egregious situations, the time periods shown above may be extended by the Director. Exceptions to this policy may be granted when, in the opinion of the Director, they are warranted.

(6) The determination of a serious misdemeanor will be made by the Director or designee.

(7) The discontinuance of a "habitual offender" status will not automatically afford the individual access to the FLETC. A period of waiting, designated on a case-by-case basis, will be observed prior to permission being granted to enter the FLETC.

d. Vehicle Inspections.

(1) Vehicles on the FLETC are subject to inspection for the safety of personnel and the security of government property, equipment, and materials. These inspections will be conducted in the presence of the Security Officer or designee.

(2) Individuals operating vehicles on the FLETC are deemed to have consented to such inspection by entering the FLETC in full view of the prominently displayed notice at the entrance(s) advising of this policy.

(3) Vehicle operators attempting to enter the FLETC may decline such an inspection provided they depart IMMEDIATELY.

(4) With the approval of the Director, ADM, inspections may be conducted on 100 percent of vehicles encountered during a given time frame or conducted using a random formula. The random formula, chosen prior to the commencement of the inspection, shall be strictly adhered to.

(5) When circumstances (such as, but not limited to, missing property or suspicion of the introduction of unauthorized items to the Center) warrant, an inspection plan shall be submitted by the Security Officer to the Director, ADM, for final approval. This plan will include the anticipated starting and stopping time, location(s), and random formula to be utilized if a 100 percent inspection is not intended.

(6) Inspections do not necessarily have to be conducted at the gate(s). The inspection point may be located at an internal point on the FLETC.

8. RESPONSIBILITIES. The Security and Safety Division will be responsible for ensuring that the required records are prepared, as appropriate, and retained for record purposes by the Security Police.

9. OFFICE OF PRIMARY INTEREST. Security and Safety Division, Office of Administration.

Charles F. Rinkevich  
Director